



**North Carolina Department of Health and Human Services  
Division of Mental Health, Developmental Disabilities and Substance Abuse Services**

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Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

Richard J. Visingardi, Ph.D., Director

**Memorandum**

**To:** Area Program Directors  
**From:** Richard J. Visingardi, Ph.D.  
**Date:** October 6, 2003  
**Re:** Notification of Out of Home Community Placement form

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Attached you will find the form entitled: "Notification of Out of Home Community Placement for Children/Adolescents".

Session Law 2002-164, Senate Bill 163, Section 4.5, (3) states that the Secretary may adopt and enforce rules governing: "The communication procedures between the area authority or county program, the local department of social services, the local education authority, and the criminal justice agency, if involved with the individual, regarding the placement of the individual outside the individual's community and the transfer of the individual's records in accordance with law."

The Division of MH/DD/SAS developed an administrative rule in response to the Session Law that went into effect 7/1/03. Please see the web site for the text of that rule, 10A NCAC 27G .0506.

<http://www.dhhs.state.nc.us/mhddsas/sb163/10ancac27g0506sb1637-29-03.pdf>

The notification form is described in 10A NCAC 27G .0506(d). Please use the attached form in order to comply with this rule.

Cc: Pheon Beal, Division of Social Services  
George Sweat, Department of Juvenile Justice & Delinquency Prevention  
Michael Ward, Department of Public Instruction  
Secretary Carmen Hooker Odom  
Lanier Cansler  
James Bernstein  
DMH/DD/SAS Executive Leadership Team  
Carol Duncan-Clayton  
Robin Huffman  
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